



State of Michigan
Department of Information Technology
POLICY AND PROCEDURE MANUAL

TYPE
Policy/Procedure

NUMBER
200.17

PAGE
1 of 2

SUBJECT
Jury Duty and Court Appearances

EFFECTIVE DATE
1/31/03

Policy

The Department of Information Technology supports the civic duty associated with jury duty or court appearances. Employees shall be released from scheduled work and compensated for jury duty and appearances in court as set forth in this policy.

General Information

Jury Duty

Employees who have been selected for jury duty are entitled to administrative leave only for necessary absences from scheduled work time. Employees are not entitled to overtime compensation, travel expenses, or the use of a state vehicle, but they shall be allowed reasonable travel time within their normal working hours.

Employees who elect to use annual leave or compensatory time are allowed to keep all payments received for jury duty. Employees who are given administrative leave for the time spent on jury duty must reimburse the State for jury fees received from the court. They are not required to reimburse the State for travel and meal expenses paid by the court. Employees are expected to return to work on those occasions they are released from serving on a jury. Since many jurors are required to serve intermittently during the period of jury duty, the employee is expected to report for work during any regularly scheduled work hours in which attendance in court is not required.

An employee must notify his/her supervisor immediately after receiving a jury duty summons.

Court Appearances

Employees who are requested or subpoenaed by the state to appear in court as a witness for the people are entitled to administrative leave with pay provided the employee reimburses the department for any witness fees received up to the amount of his/her salary. The employee is allowed to retain any travel allowances given by the court. Such leave must be requested in advance by submitting the request to his/her immediate supervisor.

Employees who appear in court as a plaintiff or defendant or who stand to profit from civil litigation shall cover their absence from work with annual leave. When granted annual leave, the employee may keep any reimbursement obtained for witness fees and travel expenses.

Exclusively represented employees shall be governed by their collective bargaining unit agreement where in conflict with this policy.



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Procedures

<u>Responsibility</u>	<u>Action</u>
Employee	<ol style="list-style-type: none">1. Receives notice that he/she must serve on a jury or appear in court.2. Provides appropriate documentation (jury duty summons or court order for appearance) to his/her immediate supervisor.
Supervisor	<ol style="list-style-type: none">3. Supervisor approves appropriate leave usage in DCDS.4. Forwards jury duty pay check or a personal check for the amount received for jury duty (less mileage and meals) to Human Resources.
Human Resources	<ol style="list-style-type: none">5. Processes pay received for proper accounting.

Reference

Civil Service Rule 2-11.2, Administrative Leave

Contact

Any questions or concerns regarding this policy should be directed to the DIT Administration Office at (517) 241-9277.